



# Albion, Shirley and Redbridge Towers Lift Refurbishment

Pre-Tender Information Pack

**Capital Assets**  
Southampton City Council  
Civic Centre  
Southampton  
SO14 7LY



# Quality Management

<b>Job No</b>	CS/	<b>Doc No.</b>	
<b>Project</b>	Albion, Shirley and Redbridge Towers Lift Refurbishment		
<b>Location</b>	Golden Grove, Milner Street and Cuckmere Lane Southampton.		
<b>Document Ref</b>	Pre-tender information pack		
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<b>Date</b>	18/3/2015		
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## **DESCRIPTION OF THE PROJECT**

### **1 Principal Regulatory Control**

This project will commence under the Construction (Design and Management) Regulations 2015. The project is expected to be notifiable to the HSE. However a Principal Designer is appointed, as there is more than one contractor. It should be noted also that Southampton City Council is the appointed Principal Designer.

#### **1.1 Nature of the construction work to be carried out**

The project comprises the refurbishment of six lifts in total (two lifts per block) within three blocks of residential tower block of flats. Albion and Shirley Towers are 16 storeys high and Redbridge Towers is 25 storeys high. The works will include:

- Replacement of control panels,
- Replacement of lift motor
- Replacement of gearboxes
- Replacement of rewiring,
- Replacement of safety gears,
- Replacement of over speed governors,
- Relining of the lift cars,
- Associated DDA works
- Associated building and electrical works.

#### **1.2 Location**

- Redbridge Towers, Cuckmere Lane, Southampton SO16 9AT.
- Albion Towers, Golden Grove, Southampton SO14 1HZ
- Shirley Towers, Milner Street, Southampton SO15 5PD

#### **1.3 Construction Period**

**Start Date: TBA**

**Duration:** 150 Weeks

**1.4 Minimum time between appointment of principal contractor and instruction to commence work on site**

6 weeks

**1.5 Project team details**

**“These contact details are only to be used once the tender process has been completed and the contract awarded”**

**1.5.1 Client**

Southampton City Council

Ground Floor Civic Centre Southampton SO14 7PQ	Contact: Matt Bellamy Tel: 023 8091 7809 E-mail: <a href="mailto:Matt.Bellamy@southampton.gov.uk">Matt.Bellamy@southampton.gov.uk</a>
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**1.5.2 Project Manager**

Southampton City Council

Ground Floor Civic Centre Southampton SO14 7PQ	Contact: Des Brown Tel: 023 8083 4578 E-mail: <a href="mailto:Des.Brown@southampton.gov.uk">Des.Brown@southampton.gov.uk</a>
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**1.5.3 Principal Designer**

Southampton City Council

One Guildhall Square 3 <sup>rd</sup> Floor, Above Bar Street, Southampton SO14 7FP	Contact: Paul Middleton Tel: 023 8083 2272 E-mail: <a href="mailto:paul.middleton@southampton.gov.uk">paul.middleton@southampton.gov.uk</a>
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#### **1.5.4 Designers**

Southampton City Council

One Guildhall Square 3 <sup>rd</sup> Floor, Above Bar Street, Southampton SO14 7FP	Contact: Pearl Chiu Tel: 023 8083 4824 E-mail: Pearl.Chiu@southampton.gov.uk
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#### **1.5.5 Quantity Surveyor**

Southampton City Council

3 <sup>rd</sup> Floor One Guildhall Square Southampton SO14 7FP	Contact: Jack Rider Hedges Tel: 023 8083 2710 E-mail: Jack.Rider-Hedges@southampton.gov.uk
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#### **1.5.6 Principal Contractor**

TBC

#### **1.5.7 Other Consultants**

##### **SCC Environmental Services**

Pollution and Safety (PaS)

5 <sup>th</sup> Floor One Guildhall Square Southampton SO14 7FP	Contact: Steve Guppy Tel: 023 8083 2170 E-mail: steve.guppy@southampton.gov.uk
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## 1.6 Application of Workplace Regulations

Although the existing accommodations are of a residential nature, the common areas will be used as a workplace on completion, therefore all work place regulations must be considered during design and installation. The Workplace (Health Safety and Welfare) Regulations 1992 apply.

## 1.7 Extent and location of existing records and plans

The Principal Contractor should liaise with the Client and Contract Administrator to enquire as to the existence of any previous plans or information that may be relevant to the project.

Asbestos is present in many of the properties and Southampton City Council has established a register which identifies the locations of asbestos. Whilst some of the register is of a generic nature it should be noted that the Principal Contractor is to request in good time a Project Survey from Scientific Services of SCC Pollution and Safety Department, prior to the commencement of works.

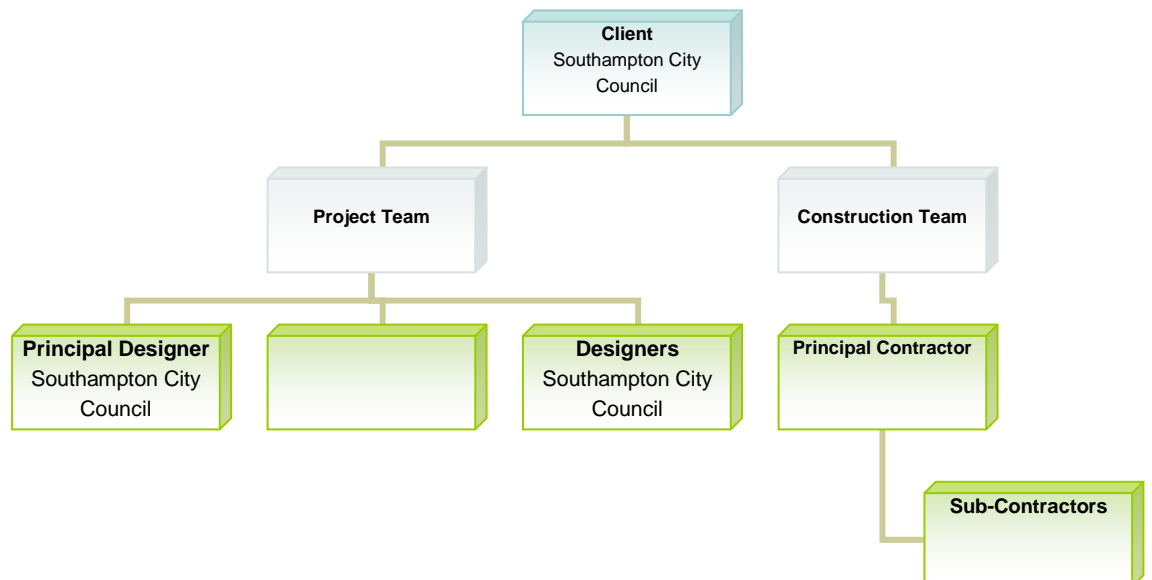
Location of mains services should be established prior to commencement of work.

The presence of surface mounted and hidden services such as electric cabling should also be noted.

## 2 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

### 2.1 Arrangements for health, safety and welfare

#### 2.1.1 Structure and Organisation



#### 2.1.2 Planning and managing for construction work



The Principal Contractor is to plan and manage the works on site to take account of the following Client Key Health and Safety Objectives:

- Compliance with all applicable Health and Safety Legislation
- Zero Accident Frequency Rate
- Compliance with Regulation 20 of the CDM 2015 regulations.
- Site supervisor/manager to be trained to CITB standard or equivalent
- Contractor to operate CSCS card scheme or equivalent
- Compliance with all Client rules and procedures (SWP Index included)
- Protection of site workers and passing members of the public
- Reporting of accidents and incidents including vandalism.
- CDM awareness
- Asbestos awareness
- The security of the site compound against unauthorised access
- Provision of safe & secure storage of equipment & materials
- Any Asbestos materials encountered to be dealt with in accordance with SCC Safe Working Procedure Control of Asbestos at Work

The Principal Contractor will appoint a competent health & safety person who will complete weekly site reports, copies of these reports should be passed to the Project Manager.

### **2.1.3 Communication and liaison between Client and others**

All liaison is to be through the Project Manager.

The Principal Contractor shall inform the Principal Designer of additional design work and/or unforeseen eventualities necessitating changes to design, which could affect the Health and Safety Plan. Any changes to the Plan required as a result of design changes shall be discussed with the Principal Designer and the Project Manager.

In addition, regular monthly project meetings will be held and the Principal Contractor is to ensure attendance at such meetings.

All visits by any of the enforcing agencies are to be reported immediately to the Project Manager and Principal Designer.

All accidents and incidents including security breaches and vandalism are to be reported to the Project Manager and Principal Designer immediately.

The Principal Contractor will also need to liaise with the Principal Designer on the requirements for the Health and Safety File.

The Principal Contractor is responsible for the circulation of all relevant health & safety information, including the Health & Safety Construction Phase Plan, Method Statements, Risk Assessments and COSHH Assessments to all operatives on site. Toolbox talks will be expected to be undertaken by the Principal Contractor to include safety rules & procedures. The Construction Phase Plan should be submitted to the Principal Designer no later than seven working days prior to proposed start on site.

### **2.1.4 Security of the Site**

It is the responsibility of the Principal Contractor to protect against unauthorised or uncontrolled access into the working areas, and other areas that form the site.

The Principal Contractor is to ensure that the site is adequately secured in accordance with Regulations 18 of CDM 2015. The measures taken by the Principal Contractor should be commensurate to the level of potential security issues identified in the Principal Contractors risk assessment. This is to be kept under constant review.

**2.1.5 Welfare Provision**

Welfare facilities are to be of a standard laid down in Schedule 2 of the Construction (Design and Management) Regulations or better and the Principal Contractor is to satisfy himself with regard to the facilities he is providing on site and the number of people it is anticipated will be required to use the facilities.

These proposals must be set out in the initial Construction Phase Health and Safety Plan, complete with details of location and access.

Any temporary arrangements are to meet the following requirements:

<p><b>Toilets/ Washstations</b></p> <ul style="list-style-type: none"> <li>• Up to 15 personnel = 1 x WC, 1x Urinal, 1 x Wash Basins</li> <li>• 16 – 30 personnel = 2 x WC, 1 x Urinal, 3 x Wash Basins</li> </ul> <p><i>(note: separate male and female toilet facilities are to be provided where applicable).</i></p>
<b>Hot/Cold Running Water Supply</b>
<b>Drinking Water</b>
<b>Restroom/Eating Area</b>
<b>Clothes Drying Area</b>

All compounds shall need to be;

- Sited in a location agreed with the Client and tenants representatives,
- Situated to minimise disruption to the tenants,
- Established in advance of work commencing.

**2.2 Requirements relating to health and safety**

**2.2.1 Temporary Works**

It should be noted that all forms of temporary works are covered by BS5975 as revised in 2008. The Principal Contractor should ensure that they take account of the guidance contained in this, in particular with regard to the appointment of a “Temporary Works Coordinator” (TWC).

Examples of temporary works include, but are not limited to:  
 Earthworks - trenches, excavations, temporary slopes and stockpiles.

Structures - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams.

### **2.2.2 Site hoarding**

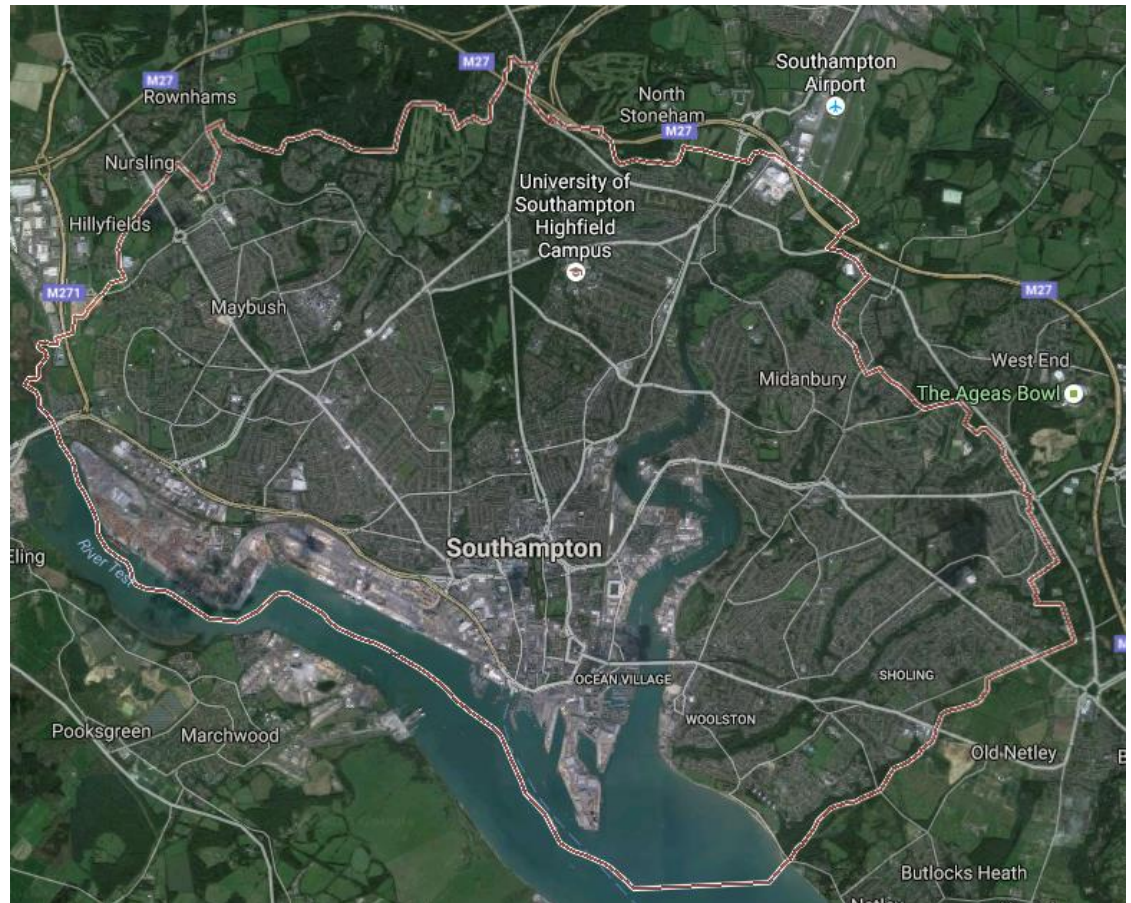
2.4m Heras fencing / hoarding should be provided to ensure the safety and security of the compound and storage areas. Any Heras fencing should be double clipped, the contractor should ensure that there are no gaps under the hoarding and that there are lockable gates provided and securely closed at all times.

The Principal Contractor is responsible for ensuring there are suitable pedestrian barriers to ensure against members of the public, staff, students and children being put at any risk during the works.

### **2.2.3 Scaffolds**

It is the responsibility of the Principal Contractor to obtain all the necessary permits and licences for scaffolds etc. There should be a regime of inspection in place in compliance with the working at Height Regulations, and taking into account the guidance in BS5975 Code of Practice for Temporary Works Procedures and the Permissible Stress Design of Falsework.

### **2.2.4 Site Transport arrangements/vehicle movement restrictions**



Access to each site compound is to be clearly identified within an individual plan which will be produced by the Principal Contractor for each location.

The locations for the main site compound(s) are yet to be established, but the Principal Contractor should allow for the establishment of a main site compound with sufficient space for storage, offices, welfare and meeting room. The Principal Contractor is to liaise with the Local Housing Officer in regards to the use of car parks, etc.

Contractor parking will be limited; liaison with the local housing officer and the building warden is strongly recommended.

The Principal Contractor is to make adequate provision for control of site transport and traffic, and to ensure that there is a suitable and sufficient site traffic plan developed to ensure that personnel are not endangered by vehicular movements on site and in adjacent areas (e.g. deliveries, removal of waste).

When developing the traffic plan, the following should be taken into account:

- Access to from main roads and restrictions.
- Due attention should be given to the interface and interaction with other contractors, vulnerable residents and the public
- Maintaining the designated emergency services access points.
- Maintaining access to residential premises on local roads

### 2.2.5 Client Permit to work systems

The Principal Contractor should observe all the recommendations of any applicable Southampton City Council Safe Working Procedures. An index is attached and individual documents available on request.

### 2.2.6 Confined Spaces / Hot Works

Works will be subject to individual risk assessment and the issue of a permit to work.

Where hot works are undertaken an appropriate permit to work system must be operated. All hot works are to be completed no less than one hour before the site closes.

### 2.2.7 Fire Precautions

All emergency egress points and routes must be maintained at all times.

The Principal Contractor should adhere to the principals of the joint Code of Practice on the protection from fire of Construction Sites and Buildings Undergoing Renovations, and HSE guidance note HSG 168 – Fire Safety in Construction Work.

A Site Fire Safety Plan is to be developed and included within the Construction Phase Health and Safety Plan.

When developing the Fire safety Plan, the Principal Contractor should take into account the specific site conditions and provide details of their evacuation plan.

Flammable materials must not be stored on site unless in secure clearly identified metal storage chests in small quantities less than 50 litres. LPG or similar gas cylinders must not be stored on site unless in a well-ventilated secure area in clearly marked lockable cages.

### 2.2.8 Emergency procedures and means of escape

All emergency egress routes must be maintained throughout the works. Should the plan require revision as the works progress then all parties must be informed of the alterations.

In addition the Principal Contractor should take note of the following requirements.

Area	Requirement
First Aid Provision	1 x Appointed Person (< 5 personnel on site) 1 x Qualified First Aider (5 to 50 personnel on site) + adequate First Aid facilities as per ACoP L74
Fire Fighting Equipment	As per HSG168 (Revised (October 2010))

### **2.2.9 No go areas/authorisation requirements**

Any no go areas for contractors will be agreed with the client and Project Manager at a pre-start meeting.

### **2.2.10 Smoking and parking restrictions**

The Principal Contractor must enforce current smoking legislation.

The Principal Contractor will need to provide an area for the contractors vehicles, contractor parking should be discussed at a pre-start meeting. (See site transport arrangements section). Contractors should always park taking into consideration the safety and convenience of residents in the area. The Principal Contractor should ensure the provision of adequate operative parking areas, contractor parking arrangements should be included in the Construction Phase Plan and site rules.

## **2.3 Other restrictions**

### **2.3.1 Site Rules**

The Principal Contractor to provide a copy of their site rules these must be set out in their initial Construction Phase Health and Safety plan.

## **3 ENVIRONMENTAL RESTRICTIONS AND EXISTING SITE RISKS**

### **3.1 Introduction**

The nature and condition of the existing structures / ground conditions cannot always be fully ascertained before works commence. As such, the hazards referred to in this section of the Plan are either known to be present or suspected to be present.

The Employer does not guarantee the accuracy and sufficiency of this information. The Principal Contractor must ascertain for himself any further information he may require to ensure the safety of all persons affected by the works.

### **3.2 Safety issues**

#### **3.2.1 Boundaries and access, including temporary access**

The Principal Contractor shall implement a suitable system of control to ensure that any visiting contractor not immediately involved with the refurbishment works is suitably briefed regarding specific site hazards and is accounted for on a local register to ensure safe evacuation in the event of an emergency.



Suitable signage should also be posted at the entrances to the property during the working hours of the site. The scheme will be fully occupied during the works and although the works are primarily in the lift shaft and communal areas, the Council believes that these areas are extensions of people's homes and it is expected that all operatives treat them as such. It is essential that the Principal Contractor maintains good housekeeping.

Throughout the duration of the works safe access to all properties shall need to be ensured for the residents.

### **3.2.2 Protection of Trees**

As there are trees on the site adequate measures to protect the trees and the tree roots should be adopted. No storage of materials within the root areas of the trees. Details of these measures should be included within the Principal Contractors Initial Construction Phase Plan.

### **3.2.3 Restrictions on deliveries/waste collection/storage**

All Skips to be enclosed and locked if waste is to be stored overnight to prevent risk from fire.

It is the responsibility of the principal contractor to obtain all the necessary permits and licences for skips and scaffolds etc.

### **3.2.4 Adjacent land uses**

**Albion Towers** – The site is located within a residential area of the city in the St Marys area of the city to the east of the city centre, with St Marys School to the west. Access to the site is via Golden Grove.

**Shirley Towers** – The site is located within a residential area in the Shirley area of the city to the north west of the city centre. Access to the site is via Church Street, which in turn can be accessed from Shirley High Street.

**Redbridge Towers** – The site is located within a mainly residential area in the Redbridge area of the city to the north west of the city centre, with Redbridge Community School and Pre School to the west. The Site also abounds to Redbridge Road immediately to the south/east and the M271 to the north east. Access to the site is via Cuckmere Lane.

### **3.2.5 Public Roads**

The roads around the sites are mainly residential. Please refer to section 2.2.and 3.2.4 for further details on roads.

### **3.2.6 Existing hazardous materials**

Suitable precautions should be adopted to ensure that any hazardous materials are not disturbed.

Flammable materials must not be stored on site unless in secure clearly identified metal storage chests in small quantities less than 50 litres. LPG or similar gas cylinders must not be stored on site unless in a well-ventilated secure area in clearly marked lockable cages.

### **3.2.7 Location of existing services**

Drawings from the utilities are not available, in addition a utility services ground survey has not been completed. The contractors should ensure that they satisfy themselves of the location of the mains services prior to the commencement of works this should be done by a site investigation.

The Principal Contractor shall arrange for the ground services surveys to be carried out if risk assessments determine that these are required.

The properties contain gas, electricity and water. The location of the mains services should be established prior to the commencement of the works. The presence of surface mounted and hidden services such as electric cabling and gas work should be noted.

## **3.3 Health hazards**

### **3.3.1 Asbestos and other contaminants**

The contractor should not start work unless they are satisfied that they have been provided with adequate information by Southampton City Council on any asbestos that may be present.

Should any suspect materials be encountered works should cease immediately, Southampton City Council's Environmental Services and the Contract Administrator be contacted immediately

Should it be necessary to remove any asbestos containing material during the works the contract administrator must be contacted as soon as possible and all works be undertaken in respect of Southampton City Council Safe Working Procedure - Control of Asbestos and under the guidance of the Councils Environmental Health Services team

## **4 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

### **4.1 Significant design assumptions and suggested work methods, sequence, or other control measures**

Significant risks include excavations, possible contact with buried services, possible contact with asbestos and protection of the public.



The sequence of works is such that a reasonably competent contractor should be able to carry out without any unforeseen risks.

#### **4.2 Information on significant risks identified during design**

Significant risks include

- Electrical works
- Lifting Operations
- Working in an occupied residential building
- Protection of the public
- Working at height
- Working in close proximity to schools
- Fire

Designer risk assessments will be available from the Contract Administrator on request.

#### **5 The Health and Safety File**

The file is to be structured as illustrated in our separate document entitled The Health and Safety File incorporating the Building Manual

The Health & Safety File should be provided to the Principal Designer on practical completion, 1 x Hard Copy & 1 x Electronic Copy.

#### **6 ADDITIONAL REQUIREMENTS**

##### **Principal Contractor Competence**

Contractors have already been tested for competence and no further information is needed in this respect.

##### **Method Statements**

Contractors have already been tested for competence and no further information is needed in this respect.

Please provide your safety method statements with your Construction Phase H&S Plan:

- Falls from height
- Confined spaces
- Oils and grease
- Electricity
- Manual handling
- Site clearance
- Deliveries and waste removal
- Protection of staff, members of the public and other contractors

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**7                    The following documents are included with this pre-construction information as supporting information on the project. Other information has already been supplied as part of the preliminaries package.**

- F10 (sent separately)
- Requirements for the Health & safety File
- Southampton City Council SWP



**8 Principal Contractors Declaration**

Location:

Address:

We confirm that we have read this Project Information Pack and understood the contents in relation to the management of risk on the project.

We confirm that we will comply with all applicable provisions outlined in the CDM Regulations 2015.

We confirm that there will be a copy of the Project Health and Safety Plan on site from day one of the project and included within the document are all risk assessments and method statements relative to the works.

We confirm that all risk assessments and method statements have been made site specific where necessary.

We confirm that we have read the asbestos survey report and have advised Southampton City Council of any asbestos containing materials that will be disturbed as part of the works.

We confirm that all applicable compliance information for the project will be provided promptly upon completion (no later than 2 weeks post-completion).

Signed.....

On behalf of.....

Date.....

## **Appendix A Health and Safety File Structure**

### THE H & S FILE STRUCTURE INCORPORATING BUILDING MANUAL

NOTE: SECTIONS TO BE INCLUDED/OMITTED DEPENDENT ON THE NATURE OF THE PROJECT

#### SECTION A: HEALTH AND SAFETY FILE AND GENERAL INFORMATION

- A1 Project outline
  - A1.1 Site history
  - A1.2 Brief description of project including principal construction methods and materials
  - A1.3 Site location
  
- A2 Design strategy
  - A2.1 Architectural design principles
  - A2.2 Structural design principles
  - A2.3 Services design principles
  
- A3 Project directory (including addresses, contact names and numbers)
  - A3.1 List of contractors
  - A3.2 List of suppliers
  - A3.3 Design team members
  - A3.4 client team members
  
- A4 Index of “as-built” drawings/technical information (drawings/technical information located in Sections B, C or D as appropriate)
  - A4.1 Architectural drawings/technical information (see Section B of the Building Manual)
  - A4.2 Structural drawings/technical information (see Section B of the Building Manual)
  - A4.3 Electrical drawings/technical information including fire alarm and intruder alarm systems (see Section C of the Building Manual)
  - A4.4 Mechanical drawings/technical information (see Section C of the Building Manual)
  - A4.5 Fire safety drawings/technical information (see Section C of the Building Manual)
  - A4.6 Lift drawings/technical information (see Section C of the Building Manual)
  - A4.7 External works drawings/technical information (see Section D of the Building Manual)
  
- A5 Index of health and safety information (i.e. listings of all the significant health and safety information which must be located/contained elsewhere within the Building Manual) including:
  - A5.1 Details of construction methods and materials that may present significant residual hazards with respect to cleaning, maintenance or demolition of the structure (see Section B of the Building Manual)
  - A5.2 Manufacturer’s current literature for all products including COSHH data sheets and manufacturers recommendations for cleaning and maintenance (see Section B of the Building Manual)
  - A5.3 Specific health and safety information for those maintaining or dismantling the services or plant (see Section C of the Building Manual)
  - A5.4 Method statements relating to future works (see Sections B, C or D of the Building Manual as appropriate). (Note: method statements from the construction stage should only be included in the Building Manual where they are essential for the health and safety of those undertaking works in the future, e.g. dismantling steelwork which has to be undertaken in a particular order and might be the opposite of the construction sequence. Generally no method statements will be included in the Building Manual)

- A6 Strategies/procedures
- A6.1 Fire/Emergency Strategy (Compartmentation, means of escape, fire equipment, fire fighting access, fireman's switch, isolation points)
- A6.2 Equipment Shutdown Procedures/Routines (Special/critical shutdown procedures/routines)
- A6.3 Routine Maintenance/Inspections (Details of any maintenance/inspections that must be undertaken at routine intervals)
- A6.4 Statutory Inspections (Details of any Statutory inspections that must be undertaken)
- A6.5 Water System Hygiene (Water Test, Cleaning & Chlorination requirements, Legionella Assessments)

## SECTION B: BUILDING FABRIC

- B1 Specific design criteria including floor loadings, loading restrictions, other performance requirements relevant to future works
- B2 Drawings (architectural, structural and civil drawings not included elsewhere e.g. GAs and elevations)
- B3 Technical information including drawings, methods and materials used for the construction of the structure, method statements (if relevant), manufacturers/suppliers/sub-contractors current information, warranties and guarantees, all arranged in the following order
  - Sub-structure
  - B3.1 Foundations (Pads/Footings, Rafts, Piling, Pile Caps, Ground Beams, Vibro Compaction)
  - B3.2 Retaining Walls (Concrete, Masonry, Bored Pile)
  - B3.3 Basements/Undercrofts (Structure, Tanking, Waterproofing)
  - B3.4 Pits/Sumps/Bores (Structure, Tanking, Waterproofing)
  - Superstructure
  - B3.5 Main Structure - Frame/Beams/Columns/Walls (Concrete, Steel, Masonry, Timber, Designed Joints/Connections, Bracing Systems, DPC)
  - B3.6 Floors (Concrete, Composite, Beam and Block, Timber, Steel, Insulation, DPM)
  - B3.7 Roofs (Structure, Covering/Waterproofing, Insulation)
  - B3.8 Barriers, Guard Rails, Balustrades,
  - B3.9 Interconnecting Structures (Lift Shafts, Risers/Ducts, Stairs, Ramps, Walkways, Bridges, Balustrade/Rails)
  - B3.10 Building Envelope (Walls/Cladding, Curtain Walling, Stone Work, Elevations, Parapets, Feature Glazing, Louvres, Shop-Fronts, Insulation, DPM/DPC)
  - B3.11 Atrium Roofs/Rooflights (Structure, Glazing/Cladding Panels, Vents)
  - B3.12 Windows/Doorways/Hatches (Windows, Doors, Hatches, Frames, Ironmongery)
  - B3.13 Non load Bearing Walls (Masonry, Glass Stud Partitions, Panels, Folding Partitions)
  - B3.14 Suspended Ceilings (Grids, Supports, Tiles, Plastered, Fabric)
  - B3.15 Floor, Wall and Ceiling Finishes (Raised Access Floors, Screeds, Toppings, Plaster, Render, Tiling Mosaics, Terrazzo, Carpet, Vinyl, Paint, Paper, Wood Block Flooring, Laminate)
  - B3.16 Sundries (Fixing, Adhesives, Preservatives, Fixtures, Specialist Joinery, Roof Plant Support Grillage, Plant Screening, Plinths)

## SECTION C: SERVICES

Technical information including drawings, methods and materials used for the installation of the services, method statements (if relevant), manufacturers/suppliers/sub-contractors current information, warranties and guarantees, all arranged in the following order.

- C1 Electrical Services
  - C1.1 Drawings/Scope of Works (Drawings not included elsewhere and General Scope of Works)
  - C1.2 Electrical Certification (Certificates)
  - C1.3 Incoming Mains Supply (Incoming supply to distribution board, Standby Generators, Internal Sub-Station, Loading, Meter Positions)
  - C1.4 Main and Sub-Main Distribution (High Voltage, Low Voltage, Line Diagrams, Switchgear, Boards, Panels)
  - C1.5 Lighting (General Lighting, Emergency Lighting, Feature Lighting, External Lighting, Lighting Control System)
  - C1.6 General Small Power (Sockets, Plugs, Boxes, Fittings)
  - C1.7 Signage (Maintained by Power) (Internal, External, Emergency, Security, General)
  - C1.8 Voice Communications (Land Line Telephone System, Cordless System, PA System, Hearing Loop)
  - C1.9 Security (Door Access Control, Intruder Alarms, CCTV, Disabled Alarms)
  - C1.10 Data Cabling (WAN, LAN, Cabling, Switches, Hubs, Patch-panels)
  
- C2 Heating & Ventilation
  - C2.1 Drawings/Scope of Works (Drawings not included elsewhere and General Scope of Works)
  - C2.2 HVAC Certification (Certificates, Commissioning Reports)
  - C2.3 Incoming Gas Supply (Incoming Supply, Internal Distribution, Capacity, Meter Positions)
  - C2.4 Control Systems/Alarms (BMS, Fire Alarm Interface, Gas Leakage Alarm)
  - C2.5 Heating and Hot Water System (Boilers, Flue Dilution, Pumps, Valve Sets, Pressurisation Units, F&E Tanks, Calorifiers, Radiators, Convectors, Distribution/Pipework)
  - C2.6 Cooling System (Chillers, Cooling Towers)
  - C2.7 Air Conditioning/Ventilation (Ceiling Cassettes, Condensers, Air Handling Units, Fan Coil Units, Supply Fans, Extract Fans, Distribution/Ductwork, Fire Dampers)
  
- C3 Water Services and Drainage
  - C3.1 Drawings/Scope of Works (Drawings not included elsewhere and General Scope of Works)
  - C3.2 Water Certification (Certificates)
  - C3.3 Incoming Mains Supply (Incoming Supply, Capacity, Meter Positions, Distribution/Pipework)
  - C3.4 Cold Water Supplies (Schematic Drawing (CEEMA), Cold Water, Drinking Water, Tanks, Water Softeners, Frost Protection)
  - C3.5 Foul Drainage (Capacity, Distribution, Access Points, Grease Traps, Manholes, Pumping Chambers/Station, Treatment Plants)
  - C3.6 Surface Water Drainage (Capacity, Distribution, Manholes, Petrol Interceptors, Storage tanks/chambers, Gutters, Downpipes)
  - C3.7 Sanitary Appliances and Fittings (Basins, Bowls, Sinks, Urinals, Taps)
  
- C4 Mechanical Equipment
  - C4.1 Drawings/Scope of Works (Drawings not included elsewhere)
  - C4.2 Equipment Certification (Certificates)
  - C4.3 Lifts (Traction Lifts, Hydraulic Lifts, Glass Enclosures)
  - C4.4 Goods/Vehicle Lifts (Traction, Hydraulic Lifts)
  - C4.5 Fireman's Lift (Traction, Hydraulic Lifts)
  - C4.6 Lifting Equipment (Dock Levellers, Lift Levellers, Scissor Lifts, Double Decker Lifts)
  - C4.7 Escalators/Travelators (Escalators, Travelators, Specialist Cladding)
  - C4.8 Balers/Compressors/Compactors
  - C4.9 Doors/Shutters/Barriers (Revolving Doors, Loading Bay Doors, Up and Over/Roller Shutter Doors, Barriers/Gates, Warehouse High Speed Doors)
  - C4.10 Specialist Cleaning/Access Equipment (MEWPS, Cradles, Hoists, Platforms, Gantries, Ladders)

C4.11 Sundry Equipment including Mobile Equipment

- C5 Fire services and safety equipment
- C5.1 Drawings (Drawings not included elsewhere)
- C5.2 Fire Services and Safety Equipment Certification (Certificates)
- C5.3 Fire Alarm System (Main and Standalone Systems, Panels, Interfaces, Detectors/Sensors, Call Points, Sounders)
- C5.4 Fire Water Mains (Incoming Hydrant Main, Incoming Sprinkler Main)
- C5.5 Fire Risers into/within Building (Wet Risers, Dry Risers)
- C5.6 Sprinkler System (Sprinkler Tanks, Pumps, Distribution, Sensor/Detector Types, Sprinkler Heads)
- C5.7 Fire Protection (Intumescent Paint, Sprayed Coatings, Board, Tiles)
- C5.8 Smoke Extract Systems (Passive and Forced Systems)
- C5.9 Fire Shutter/Curtains/Barriers (Fixed and Operable)
- C5.10 Fire Extinguishers/Hoses (Location and Types)
- C5.11 Running Line, Anchor/Restraint Points (Location and Types)
- C5.12 Personal Protection Equipment (Harness/Lanyards)
- C5.13 Lightning Protection System (Distribution, Masts, Tapes, Earth Points/Chambers)

**SECTION D: EXTERNAL WORKS**

Technical information including drawings, methods and materials used for the construction of the external works, method statements (if relevant), manufacturers/suppliers/sub-contractors current information, warranties and guarantees, all arranged in the following order.

- D1 Drawings (Drawings not included elsewhere)
- D2 Site/Ground Works (De-Contamination, Dewatering, Excavation and Filling (cut and fill), Stabilisation)
- D3 External Structures (Lifts Shafts, Stairs, Ramps, Walkways, Bridges, Balustrades, Rails)
- D4 Car Parks and Access Roads (Kerbs, Edgings, Channels, Sub-base, Surfacing, Marking)
- D5 Landscaping (Hard, Soft)
- D6 External Furniture (Trolley Bays, Barriers, Benches, Seats, Bins, Bollards)

For drainage see sections C3.5 and C3.6

For gas supply see section C2.3

For electrical supply see section C1.3

For water supply see section C3.3

**Section E: Archive Information (if available)**

- E1 Archaeological records
- E2 Historic records
- E3 Photographs
- E4 Asbestos clearance

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Southampton City Council  
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- E5 Site investigation report
- E6 Statutory consents and approvals
- E7 Sundry archive information
- E8 Information from previous Health and Safety Files



## **Appendix B SWP Index**

This is the full list of current Safe Working Procedures and guidance documents managed by the Health and Safety Service.

<b>Document</b>
SWP Accident - Incident Reporting & Investigation
SWP Confined Spaces
SWP Contamination and Needlesticks Incidents
SWP Control of Contractors and Service Providers
SWP Control of Legionella
SWP Control of Substances Hazardous to Health (COSHH)
SWP Control of Vibration at Work
SWP Dangerous Substances & Explosive Atmospheres Regulations (DSEAR)
SWP Display Screen Equipment (DSE)
SWP Driving Vehicles While Working
SWP Electrical Safety in the Workplace
SWP Fire Door Protocol
SWP Fire Safety
SWP First Aid
SWP Gas Safety
SWP Health and Safety Training
SWP Health Surveillance
SWP Incident List
SWP Lift Trappings
SWP Lifting Operations and Lifting Equipment
SWP Liquefied Petroleum Gas in Cylinders (LPG)
SWP Managing Food Hygiene
SWP Managing Health & Safety in Catering
SWP Managing Wellbeing at Work

Document
SWP Manual Handling
SWP Medical Support to Pupils
SWP Moving & Handling of People
SWP Moving & Handling of Pupils
SWP New and Expectant Mothers
SWP Noise At Work
SWP Permit to Work
SWP Personal Protective Equipment (PPE)
SWP Play Equipment
SWP Preventing Workplace Harassment & Violence
SWP Property Management and Compliance
SWP Risk Assessment
SWP Safety in Excavations
SWP Safety of Licensed Goods Vehicles
SWP Safety Representatives
SWP Work Equipment
SWP Working Alone in Safety
SWP Working On or Near the Railway
SWP Working Safely at Height
SWP Workplace Health Safety and Welfare
SWP Workplace Transport
SWP Young persons at work

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